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# The Corps Instructions

of the

## Royal Australian Electrical and Mechanical Engineers



### Corps Instruction Eight

*“The RAEME Prince Philip Banner”*

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## **Corps Instruction Number Eight – The Prince Philip Banner**

### **Reference:**

- A. Army Ceremonial and Protocol Manual

### **Introduction**

1. The history of Banners can be traced back to ancient times when a banneret was a knight who was afforded the privilege to display a square banner whilst in the field. When carried aloft in the battlefield, banners served to identify rallying points about which troops would mass to fend off an enemy advance or to re-group and consolidate after periods of combat.
2. Banners were first presented to the Australian Army in 1904 when the 18th Light Horse, The Royal Australian Artillery and the Australian Army Medical Corps were presented with the Kings Banner in recognition of valuable service to the Empire during the Boer War.
3. Banners presented to non-infantry units are honourable insignia. They are accorded the same protocol as the Queens Colours of an infantry battalion. Banners, because of their religious and symbolic significance, are carefully guarded whilst being paraded and are at all times afforded great reverence.

### **Aim**

4. The aim of this instruction is to detail the policy and procedures governing the availability, use and care of The Prince Philip Banner, Belt and associated Accoutrements.

### **Background**

5. On the 5th March 1959 His Royal Highness, The Prince Philip, Duke of Edinburgh, accepted the appointment of Colonel-In-Chief of the Corps of Royal Australian Electrical and Mechanical Engineers (RAEME). At the 1980 RAEME Corps Conference it was proposed that the DGEME should endeavour to obtain a Banner for RAEME. His Royal Highness agreed to the title of The Prince Philip Banner in 1982. Final approval for the banner design was given by her Majesty, The Queen, in December 1983. The Banner was manufactured by R.F. Kemp Pty Ltd, Melbourne, whilst the Banner belt was manufactured by George Potter and Co, Aldershot, England. The Prince Philip Banner was presented to RAEME by His Royal Highness, The Prince Philip, Duke of Edinburgh, at a parade conducted at RAEME Training Centre (RTC) on 20 May 1986.

### **Protocol**

6. The protocol and respect afforded the Banner is as follows:
  - a. The Banner is not to be touched by ungloved hands.
  - b. At Mess functions the Banner is to be guarded by the Banner Party at all times (if a break in the dinner is granted the Banner Party is to remain seated). The members of the Banner Party do not consume alcoholic beverages until the Banner is marched out of the dinner.
  - c. Smoking is not permitted in the presence of the Banner.
  - d. When the Banner Party is formed up and on the march (with Banner uncased) all military personnel in the immediate vicinity are to pay compliments as follows:

- (1) Those in uniform are to stand fast and salute,
- (2) Those in civilian attire are to stand fast and remove headdress.

### **Banner Description**

7. The Banner is made of crimson banner silk material, 120 x 65 cm, edged with 5 cm gold braiding. The obverse side consists of the RAEME badge centrally embroidered with the Duke of Edinburgh cipher in the top left hand corner and 1986 in gold thread in the other to designate the year of presentation. The Australian Coat of Arms is centrally embroidered on the reverse side.

### **Pike Description**

8. The Banner Pike is 225 cm in length manufactured from solid ash with a 20 cm gilt royal crest atop the pike.

### **Lodging the Banner**

9. The Banner is to remain on charge to ASEME and is to be lodged in the display case at the Army Logistic Officers Mess (ALOM) when not on loan to another unit.

### **Responsibilities**

10. RAEME SO2 Corps is responsible for the following:
11. The Corps RSM RAEME is responsible for approving requests for the loan and use of the Banner. Additionally the Corps RSM RAEME is tasked with:
  - a. Management of the Banner;
  - b. Lodging of the Banner.
  - c. Responsibility for the Banner's safe keeping at the ALOM;
  - d. Advice to the Corps on ceremonial aspects and points of protocol;
  - e. Ensuring the requirements of this instruction, for loan and movement of the Banner including commercial arrangements for the secure transportation are met; and
  - f. Ensuring that the Banner is maintained in a good state of repair
  - g. managing and effecting any repairs to the Banner, Belt and Accoutrements.

### **Availability and Approval**

12. Requests for the Banner are to take into consideration that the status of the Banner must always be maintained in keeping with the customs and traditions of the Army. The onus is on the requesting unit to provide guarantee that the intended activity warrants the auspicious presence of the Banner.

13. As a guide to units requesting the Banner, the following activities are generally regarded as appropriate:

- a. Formal ceremonial parades celebrating:

- (1) The Corps Birthday,
  - (2) RAEME Unit Birthdays,
  - (3) Combined Unit Parades (e.g. Combat Services Support Battalion); particularly when other Corps colours, guidons, standards and banners are also on parade.
- b. Regimental Dining In Nights of significance to the Corps including:
- (1) The Annual Corps Officers and WO/SNCO Dinners,
  - (2) Annual Unit/Area Dinners marking the Corps Birthday.
- c. The following activities are not considered appropriate:
- (1) Dinners to farewell members of the Corps on their retirement,
  - (2) ANZAC Day Parades, unless the RSL accepts the presence of the Banner and an armed guard in accordance with Reference A.

### **Requesting Procedure**

14. Headquarters of units are to forward their requests for the presence of the Banner via the form at Annex A. It is to be emailed direct to RAEME Corps RSM, with RAEME SO2 Corps as an information addressee, and the original signed copy sent by mail.
15. The RAEME Corps RSM will then send a return email with the approval for the request including documentation for the signature of the Custodian. All requests are to be received by the RAEME Corps RSM at least two months prior to the planned
16. The requesting headquarters or unit is to provide the escort personnel and necessary funding required for the collection or transportation and return of the Banner and associated items to the Army Logistic Officers Mess, Bandiana. The Banner and associated equipment may be transported while cased, by safe-hand that is under supervision of a civilian courier service (who is able to track the movement and locate the device)
17. An occasion may arise where headquarters or units within the same locality both request the Banner on different but relatively close dates and are prepared to share the costs involved. All such arrangements are to be submitted to Corps RSM for consideration.
18. The loan procedure shall commence once approval has been received from the RAEME Corps RSM. This approval is to be used as the authority for all documentation.
19. The Prince Philip Banner is and associated equipment is to be loaned on an SQ 11-1 Loan Voucher.
20. Four (4) copies of the SQ 11-1 are to be raised and distributed as follows:
- a. No 4 copy, remains with the requesting unit as their watch copy;
  - b. No 1-3 copies, to ALTC;
  - c. No 3 copy, retained by ALTC;
  - d. No 1-2 copies, returned to unit; and

- e. No 1 copy acquitted by requesting unit and returned to ALTC.
21. The Prince Philip Banner will only be issued to a commissioned RAEME Officer or Warrant Officer. Once issue is affected that officer/ warrant officer will be deemed to be the Banner Custodian and will be totally responsible for the safety of the Banner at all times until it is returned to the Corps RSM.
22. The Banner Custodian who receives the Banner from the ALOM must also return it to the ALOM. Where Headquarters or Units within the same locality share the use and funding of the Banner, they are to nominate a single Banner Custodian. This Custodian will be responsible for escorting the Banner from the ALOM, to the Units who will parade the Banner, then back to the ALOM. The requesting unit is to notify RAEME Corps RSM seven days in advance of the collection and return dates and timings.
23. The issue or receipt of The Prince Philip Banner is to be conducted in the presence of the Corps RSM, who is to ensure that all of the items listed on the CES are present in the Army Logistic Officers Mess for the issue. A copy of the CES is contained in Annex B.
24. Prior to the issue or receipt of The Prince Philip Banner, a careful physical inspection of the Banner is to be conducted to determine whether there are stains, marks, tears, rips, rubbing and/or discoloration of the Banner. This inspection is to be conducted by the Corps RSM in the company of the Banner Custodian.
25. Any observation of damage, wear or component discrepancy is to be reported by signal to the RAEME Corps RSM within 24 hours. It is to be followed up by a written report prepared by the Banner Custodian for release by the RAEME Corps RSM.
26. No attempt is to be made to affect any repairs to the Banner, Belt and Accoutrements without SO2 Corps approval.
27. The Corps RSM is to maintain a register to record the details of the issue and receipt of The Prince Philip Banner and Belt. The register is to record the dates, the requesting unit and the regimental details of the Officer receiving The Prince Philip Banner and associated items and that Officer's signature.

### **Movement by Unit Means**

28. When The Prince Philip Banner, Belt and Accoutrements are transported they are to be escorted by the Banner Custodian provided by the requesting unit.
29. The Banner and CES items are to be transported in the container shown in Annex C. All CES items are to be placed in their correct position within the container. The banner and CES items when stored in their containers weigh approximately 31 kilos. The dimensions and shipping data is available at Annex B.

### **Movement by Civilian Courier**

30. When The Prince Philip Banner, Belt and Accoutrements are to be transported by an approved civilian courier, they are to go by SAFE HAND.
31. The Banner and CES items are to be transported in the container shown in Annex C. All CES items are to be placed in their correct positions within the container. The Banner and IES items when stored in their containers weigh approximately 31 kilos. This weight is to be taken into account when arranging transportation.

32. A copy of the shipment note from the accredited courier giving dates/times for all movement of the Banner and Accoutrements, and any other relevant information are to be sent to the RAEME Corps RSM seven days prior to transportation.
33. The RAEME Corps RSM is responsible for delivery and collection from the Albury Airport when required.
34. On arrival at its destination the Banner and its Accoutrements are to be escorted to the requesting unit by the Banner Custodian. On arrival at the unit the banner is to be inspected and Paragraphs 24&25 of this instruction are to be strictly adhered to by all units.
35. Keys to the Banner Box are to be placed in a plastic sealable bag and supplied to the Courier for delivery. The Banner Box is to be sealed with tamper proof tape when moved by a civilian courier.
36. Units are to strictly adhere to all other procedures in this instruction.

### **Displaying “The Prince Philip Banner”**

37. Due to the value of The Prince Philip Banner, both in dollar and historical terms, and because of the Corps' undertaking given for its protection and care, exposure to even an inadvertent possibility of damage must be avoided at all times.
38. The Banner is not to be displayed uncased in areas such as Ante Rooms, Clubs or Offices, without adequate protection.
39. The Banner is not to be displayed at a Dinner unless it is placed in a Banner Stand and guarded by the Banner Party. The RAEME Head of Corps Cell does not have a Banner Stand for issue. Where a unit requires the Banner for a Formal Dinner, they are to ensure that they borrow the local Region's Banner Stand.

### **Parading “The Prince Philip Banner”**

40. When parading The Prince Philip Banner, all formation drill, lowering of the Banner and compliments to it are to be strictly in accordance with Reference A. The strength of the escort to the Banner must be a minimum of 50 RAEME personnel. It may therefore be necessary for smaller units to complement their strength. Such advice must be included in all requests for the presence of The Prince Philip Banner.
41. Minor Units must seek the guidance of the RAEME Corps RSM or a relevant unit RSM prior to any rehearsal/parade, to ensure that all parade formats and drill movements are in accordance with the Ceremonial and protocol Manual. A copy of the parade format is to be forwarded to the RAEME Corps RSM for perusal after approval has been given to parade the Banner.
42. As the highest standard of drill is required, unit commanders are to ensure that sufficient rehearsals are carried out prior to the parading of the Banner.

### **Casing/Uncasing “The Prince Philip Banner”**

43. Due to the design of the Corps Badge on The Prince Philip Banner, the procedure for the casing of The Prince Philip Banner has been modified to protect the gold embroidery. Details are shown at Annex D.
44. The Prince Philip Banner is not to be touched by ungloved hands and unnecessary handling of the Banner is to be avoided at all times.

45. It is the responsibility of the requesting Headquarters/Unit to acquire gloves, cloth, stretch, nylon, white (8445-66-095-8460) for the use of the Banner Party when parading the Banner.

### **Procedure for marching “The Prince Philip Banner” in and out of the Mess at a Formal Dinner**

#### **General**

46. The procedure of marching the Prince Philip Banner into a Mess at a formal dinner is steeped in tradition. The Banner was presented to the Corps as a special mark of favour in recognition of valuable services rendered and it is therefore appropriate that on occasions when the Banner is present at regimental dinners, it is treated with befitting respect.

#### **Banner Party**

47. The Banner Party is to consist of the following personnel:

- a. An Ensign;
  - (1) Officers' Mess - Subaltern.
  - (2) Sergeants' Mess - a Warrant Officer.
- b. Two Sergeants Escorts.

#### **Dress - Banner Party**

48. The Banner Party is to wear Mess Dress, with white gloves, rifles, bayonets and bayonet tips.

#### **Procedure**

49. The procedure is in Reference A.

#### ***Arte et Marte***

#### **Annex:**

- A. “The Prince Philip Banner” Request Form
- B. Banner CES List
- C. Banner CES recognition photos
- D. Procedure for Casing/Uncasing “The Prince Philip Banner”

**“The Prince Philip Banner” request form**

Unit .....

Unit POC (1)

PMKeyS ..... Rank ..... INT ..... Name .....

Telephone ..... Mobile .....

Start date of Loan ..... Return Date .....

Designated Banner Custodian

PMKeyS ..... Rank ..... INT ..... Name .....

Type of activity	
	Combined Unit Parade
	Unit Parade
	Combined Mess Dinner
	Unit Mess Dinner
	Other (please specify) .....
	.....

Type of Movement requested      Pickup / Safe Hand

Delivery Address

I (Unit POC) .....state that The Prince Philip Banner will be only be used IAW RAEME Corps Instruction No 8, and the Ceremonial and Protocol manual

Signature ..... Date .....

**Note**

(1)      The unit POC is to be either the Senior RAEME Representative or the RSM.



**ANNEX B TO  
RAEME CORPS INSTRUCTION NO 08**

**BANNER CES LIST**

**ANNEX C TO  
RAEME CORPS INSTRUCTION NO 08**

**BANNER CES RECOGNITION PHOTOS**

**ANNEX D TO  
RAEME CORPS INSTRUCTION NO 08**

**PROCEDURE FOR CASING/UNCASING “THE PRINCE PHILIP BANNER”**